



## **JOB DESCRIPTION**

Title: **ANIMAL SHELTER TECHNICIAN**  
Department: Police  
Class Code: 4110  
FLSA Status: Non-Exempt  
Effective Date: August 1, 1992 (Rev. 11/00)  
Grade Number: 7

### **GENERAL PURPOSE**

Under general supervision of the Animal Control Supervisor, performs routine and technical services relating to the maintenance, upkeep and improvements of the shelter; health, welfare, care and well being of the animals at the shelter; and responding to citizen complaints under specific circumstances.

### **EXAMPLE OF DUTIES**

- \*-- Cleans kennels and surrounding work areas within the shelter in accordance with proper disease control requirements.
- \*-- Ensures welfare and proper care of animals within the shelter facility is maintained in all phases of shelter operation.
- \*-- Performs routine maintenance and ground keeping duties on animal shelter facility.
- \*-- Assists animal control officers in performing euthanasia of animals in accordance with applicable animal control ordinances, policies and procedures.
- \*-- Provides information to the public by use of the telephone and in person regarding receiving and releasing animals, locating lost and found animals, and adoption of animals.
- \*-- Issues licenses and writes citations; redeems, impounds and adopts animals by collecting the required fees; inputs computer records and maintains all required documents, reports, forms, etc.
- \*-- Receives complaints in person and via the phone and radio dispatches by priority to the proper agency and personnel.

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- \*-- Coordinates all activities at the shelter and in the field with the agency and personnel regarding citizen complaints and animal disposition.
- \*-- Under the direction of the supervisor and only under specific circumstances such as the unavailability of an officer, the incumbent may respond to citizen complaints.
- \*-- Makes budget recommendations to the supervisor regarding the maintenance, upkeep and improvements at the shelter; maintains running log on budget expenditures and balances during each budget year.
- \*-- With the approval of the supervisor, obtains purchase orders and orders shelter supplies.
- \*-- Accounts for all monies received at the shelter in accordance with city policies and procedures.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from high school and twelve (12) months experience working with animals or in a field closely related to these duties, OR an equivalent combination of education and experience.
- Must have a valid Utah Driver License; must be bondable.
- May be on call 24 hours a day.
- Must reside within the boundaries of Salt Lake County within one (1) year of appointment.

### Necessary Knowledge, Skills and Abilities

- Knowledge of laws and regulations of the State, County, and City that are applicable to the animal control program; proper cleaning techniques for kennels; animal behavior and handling techniques; first aid for injured, sick or possibly contagious animals; rabies control; animal nutrition; maintenance of equipment used in animal handling and shelter operation; animal segregation, isolation and handling; euthanasia methods; filing systems and computer terminal operations.
- Ability to relate both verbally and in written form to members of the public and the Department; ability to work directly with emotional and angry people; ability to confidently handle aggressive, vicious or dangerous animals.

## **TOOLS & EQUIPMENT USED**

- Patrol vehicle, animal capture equipment, police radio, pager, first aid equipment, personal computer.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.